



**Official Meeting Minutes  
City of Riverdale  
Planning & Zoning Commission  
September 28, 2010  
DRAFT**

The Riverdale Planning & Zoning Commission met on September 28, 2010 at 7:00pm for the purpose of conducting a regularly scheduled public meeting. The meeting was held in the council chamber at City Hall located at 6690 Church Street, Riverdale, Georgia 30276.

**Call to Order and Welcome**

With a quorum present, the Chairperson and Vice-Chairperson absent, the Commission members chose Jewell Lewis to act as Chairperson. Jewell Lewis called the meeting to order at 7:35 pm.

**Roll Call**

Members of the Commission present:

Vickie Jackson  
Jewell Lewis  
Ashley Holmes, III

**Pledge of Allegiance**

Jewell Lewis led the Commission and public in the Pledge of Allegiance.

**Approval of Planning Commission Minutes from the August 16, 2010 meeting.**

**Motion:** Member Holmes motioned to adopt the August 16, 2010 Planning Commission meeting minutes, and Member Jackson moved to second the motion. Measure passed 3-0.

**Old Business**

There was no old business to be heard.

**New Business - Public Hearings:**

In regards to the late start of the meeting, Member Lewis suggested having Item 2 to become Item 1 to ensure the applicant did not have to wait any longer for their item. All Members agreed.

**ITEM 2: PETITION No: 2010U-0003:** Use Permit application petition for a Banquet Facility; Banquet Hall located @ 820 Bethsaida Road, Suite 103-105, Riverdale, GA 30296 with Parcel ID #13170CB010; C-2 General Commercial District.

Camilla Moore, Planning, Zoning and Economic Development Director, explained that the applicant Banquet Hall, application number 2010U-0003, is requesting a Use Permit for the property located at 820 Bethsaida Road Suite 103-105 within the City of Riverdale. This property has 100 feet of frontage, it has a parcel size of 0.0658 Acres, located in small area 1, land lot 13 and district 170, and council district 4. The applicant intent is to come into compliance with the zoning ordinance approved by Mayor and Council last night which removed the 600 foot distance requirement from the Town Center. The applicant is requesting a Use Permit so that he can operate the Banquet Facility.



Staff recommends approval.

Member Lewis asks if any of the Commission Members have questions for Director Moore.

Planning Commission members have no questions.

Member Lewis opens public hearing on the item.

Edward Neely, applicant, wanted to thank the Commission and the Council for the removal of the distance requirement that had been set in place. Applicant Neely would like to request approval from the Planning Commission for a Use Permit put before the board so that he can operate his business. Applicant Neely states that he will do everything in his power to be a good business within the city.

Member Lewis asks if there is any more public comment.

There is none.

Member Lewis closes the public comment.

**Motion:**

Member Holmes III moves to recommend approval for zoning case number: 2010U-0003 Use Permit application petition for a Banquet Facility; Banquet Hall located @ 820 Bethsaida Road, Suite 103-105, Riverdale, GA 30296 with Parcel ID #13170CB010; C-2 General Commercial District. Member Jackson seconds with the correction of the zoning case number 2010U-003.

**Roll Call 3-0 Approval.**

**ITEM 1: Overlay District Presentation.**

Camilla Moore, Planning, Zoning and Economic Development Director, explained that with the forthcoming Overlay District that the Planning Staff will be meeting with the Planning Commission every month because each section of the Overlay will come before the Commission first then have public comment, then back to the Commission, and then it will be taken to Mayor and Council. The entire process will take between 4 months and 24 months from beginning to end. Tonight we would like to show you the timeline of what the Planning Staff will be attempting to do.

Director Moore, with a presentation, explains to the Commission what an Overlay District is, what it is used for, and what the objectives are. Director Moore goes on to explain the Overlay District.

Member Lewis commented that her number one concern would be that the current business owners may complain about the Overlay requirements. Lewis commented that she would be concerned for the residents and business owners who have been here long before she was there, and how the grandfathering would work and make sure that they have a clear understanding. Lewis states that she is concerned if every business in the community is being notified. As with the brick campaign, nobody knew about it, everybody doesn't have a computer and email, and we have to stop thinking that everybody is up to par with that. Everybody does not read the newspaper, Clayton News, if the Mayor is on the news



doesn't mean that everybody is watching it. What other methods have we used to make sure that every business and every resident is totally informed.

Director Moore states that the Planning Staff sent certified mail to every business within the city of Riverdale, we didn't use the internet or radio, we actually pulled all of our tax records, and who was on record paying taxes for that building was notified. And we will continue to do that because we feel that it is important. The Stakeholders need to know what is coming and that is why we state that this process maybe a lot longer because the more meetings you have, the more participants are involved. We just want to make sure as move through this process that we get the majority of businesses. We sent out 1400 notices and approximately 700 of those were located within the city and the other 700 had offices outside the city limits. Everyone who had a business license and located within the city got their own letter about the meetings.

Member Lewis asks when the meeting will occur.

Director Moore states that the first Overlay Meeting for the businesses will be held September 29<sup>th</sup>, 2010 at City Hall at 6:00pm. The DDA and the Business Coalition will be on the agenda for this meeting and presentation.

Member Lewis asks what the incentives are the come into compliance.

Director Moore states that as businesses grow and prosper that the actually tax lowers because as development comes in and the assessment goes up and the City decides what they are going to tax other fees may go down. There may be tax incentives down the road and businesses to feed off of each other. We hope to have a thriving business corridor.

Member Jackson mentions that she has noticed McDonald's and that they seem to be in line with what we are looking for in terms of design. What if the consensus is different from what they are putting up now?

Director Moore states that the Planning Staff has looked at their plans as well as Family Dollar and we have talked to them regarding their design and make sure they are bringing in the design guidelines we would like to see throughout the whole city. We need to have this push and hurry up before other developments come in and we do not have design standards in place.

Member Lewis asked about how the Overlay meeting will last?

Director Moore states that it depends on how many people attend as well as how many questions are asked.

Member Holmes asked if it will be mandatory for the Council persons to be in attendance for the Overlay meeting.

Director Moore states that it is not necessary, but it would be helpful because sometimes planners hear things with a technical ear and Council persons and citizens may hear differently.

Member Holmes asked if this Overlay will be an item that will be presented to Mayor and Council. He asked if this is something they need to approve to go to Mayor and Council.

Director Moore states that Mayor and Council will approve the final document.

Member Holmes asked if the Overlay will comply with the Comprehensive Plan.

Director Moore states that the Comprehensive Plan will be updated in 2012 and so the design and the land use will come together under the Overlay and be incorporated into the Comprehensive Plan and as the Planning Commission approves



each quadrant for standards, the Commission will be changing the land use map, the design guidelines, and development standards. As soon as all of those are approved we will be ready for the update to the Comprehensive Plan.

Member Lewis suggested that the Planning Commission return to dropping off the Planning packets instead of emailing for the next couple months because this information is so important. The Planning staff can email as well, but also drop off a packet.

Director Moore agrees.

### **Adjournment**

Member Jackson motions to adjourn the Planning Commission Meeting for September 28, 2010 at 8:15pm. Member Holmes seconds the motion for adjournment. Measure passed 3-0.